

**Wasatch North Regional Council Meeting Minutes**  
**Department of Workforce Services**  
**Ogden Employment Center**  
**480 27<sup>th</sup> Street, Ogden**  
**Wednesday, May 7, 2003**

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**Attendees:**

Kathleen Alder (Chair)  
Sally Ball  
Jacky Bell  
Larry Brice  
Scott DeNaughel  
Harold Hess  
Steven Hoellein  
Jodi Nash for Pamela Clark  
Commissioner Carol Page  
John Petroff  
Cecil Robinson  
Mary Lou Seamons  
Diane Baird for Tommy Smith  
Scott Sneddon  
Julie Snowball  
Karen Thurber

Computer Software Solutions  
Utah Public Employees Association  
Chromalox  
Ogden Weber Applied Technology College  
Smiths Food & Drug Centers, Inc.  
State of Utah, Department of Workforce Services  
Felt Auto Parts  
Family Support Center of Ogden  
Davis County Commission  
J.P.'s #1 American Car Care  
State of Utah, Division of Youth Corrections  
Davis County School District  
State of Utah, Division of Rehabilitation  
Clearfield Job Corp  
Weber State University  
Neighborhood Development Division

**Excused:**

Byron Beck  
Commissioner Camille Cain  
Paul Evans  
Larry Facer  
Joree Felker  
Brenda Giannopoulos  
Colleen Gudreau  
Mike Hadley  
Sandy Hatch  
Frank Maughan  
Bradly Oldroyd  
Bart Smith  
Toni Ure  
Cara Winther  
Jan Zogmaister

One Browning Place  
Weber County Commissioner  
South Davis Community Hospital  
Plumbers Local 348  
Herm Hughes  
Kimberly-Clark  
Hill Air Force Base  
Wells Fargo Bank  
Lifetime Products  
DRMW Development, Inc.  
Pinnacle Management/TeamONE  
Morgan County Council  
Nutraceuticals Company  
Jetway  
National Battery Sales

**Department of Workforce Services Staff:**

Julie Barnes  
Doyle Christensen  
Jean Fisher  
Monteen Gordon  
Susan Hill  
Mark Jenkins  
Laurel Kerr  
Kathy Leiker  
Christine Mayne  
Debra Nordfelt  
Greg Paras  
Carrie Peterson  
Melisa Stark  
Koral Vasquez

Clearfield Area Business Consultant  
Administrative Services Manager  
Clearfield Area Manager  
Director of State Council Affairs and Veteran's Services  
Council Support Liaison  
Ogden EC Business Consultant  
Roy EC Business Consultant  
South Davis Employment Center Manager  
Employment Counseling Program Specialist  
South Davis Business Consultant  
Roy Employment Center Manager  
Executive Secretary  
Business Services Program Specialist  
Ogden Employment Center Manager

The meeting was called to order at 7:30 a.m.

**1. Welcome**

Kathleen Alder, Regional Council Chair, welcomed all Council members, and Department of Workforce Services (DWS) staff to the meeting. The quorum for the meeting was established after the meeting was called to order.

**2. Consent Agenda Action Items**

Kathleen called for a motion to approve the following:

- 1) The minutes from the March 5, 2003 Wasatch North Regional Council meeting.
- 2) The minutes from the April 23, 2003 Executive Board meeting.
- 3) The Executive Board's recommendation to elect Pam Clark as the Regional Council Vice Chair, and for her to succeed as the Wasatch North Regional Council Chair at the end of Kathleen Alder's term, effective July 1, 2003.

**Action:** Commissioner Carol Page made the motion, Steve Hoellein seconded, and the Council unanimously approved the "consent agenda" action items.

**3. Introduction of the new DWS Director of State Council Affairs**

Kathleen introduced Monteen Gordon, the newly appointed DWS Director of State Council Affairs, and Veteran's Services. Monteen informed the Council that she was selected to fill the position vacated by Darin Brush who, after more than five years of contribution as State Council Director, promoted to the DWS Deputy Director. Prior to accepting her new employment position, Monteen gained work experience in the private sector, and served 14 years in politics.

Monteen reported that she is excited to accept her new role, and believes she will enjoy working with the State and Regional Councils. She is looking forward to becoming better acquainted with the Council members and asked they introduce themselves to help her become familiar with their names.

Kathleen thanked Monteen for attending the meeting and encouraged the Council members to become better acquainted with Monteen as they have the opportunities.

**4. Regional Youth and State Council Report**

**A. Youth Council Report**

Cecil Robinson reported for Jan Zogmaister, and provided an update on the following issues being discussed by the Regional Youth Council and State Youth Councils.

**1) WIA Service Priority Point System**

Each region will be encouraged, by the State, to provide input for the WIA contracts and the service priority point system. The system will be used by the WIA eligibility staff to determine which youth are to be enrolled into the WIA Youth Services Program. The three "points" being reviewed are age, income, and barriers. Cecil explained the Council will have the ability to provide input as to which barriers the point system will put the priority on. The WIA Youth Program is designed to serve the "most needy" youth. The Department will use a waiting list due to the fact that there are more youth who qualify for the WIA Youth Services than there are slots available for the WIA Youth Program.

The Youth Council approved two motions at the April 1, 2003 meeting:

1. The DWS staff person determining eligibility for the WIA Youth Program will place a "check mark" next to all the factors on the service priority point system form. Any or all of the subcategories under the barrier titled "Youth At Risk" will count as one check mark for the youth at risk barrier. The youth with the most check marks will be the first youth on the waiting list to be served by the WIA Youth Program.
2. The referral process will continue as it is written in the work statement. If two youth customers have the same number of check marks, preference will be given to the customer who has been referred by a juvenile offender program or DCFS.

The Youth Council approved the motions based on their goal of determining how to utilize the service priority point system to provide the services to those on the waiting list that meet the "most needy youth" criteria.

The Wasatch North Regional Council reviewed the following information concerning the funding for the WIA Youth Services Program:

1. The new Request for Proposal (RFP) being written by the State Office for the WIA Youth Services Program's funding.
2. The need to include contract performance measures in the RFP.
3. The original RFP is being re-written to increase the number of youth served.
4. The fact that the Summer Youth component is not a separate program.
5. The State Council's charge to the Regional Council is to provide their input to the WIA Youth Services contracts and provide input annually to the service priority point system.

Karen Thurber recommended the Council propose changing the WIA Service Priority Point System to include protective factors to ensure services to the "most needy youth" in the applicable areas.

Cecil Robinson explained that the North Region's Youth Council could not include protective factors in the WIA Service Priority Point System as the criteria is determined by the State Youth Council. He said the individual regions have the ability to "tweak" the priority list to meet the needs of the youth in their areas.

Christine Mayne, DWS Employment Counseling Program Specialist, explained changing the WIA Service Priority Point System would be the responsibility of the State Youth Council.

A discussion ensued and Kathleen Alder provided a summarization. She explained the Wasatch North Regional Council could propose a motion to recommend the State Youth Council change the WIA Youth Services Priority List to include the discussed protective factors.

**Action:** Karen Thurber proposed the Regional Council approve a motion to make a recommendation to the State Council that they reconsider the criteria used in WIA Youth Services Priority System, and to include protective factors to serve the "most needy youth" based on geographic poverty indicators. Carol Page seconded the motion, and the Council unanimously approved the motion.

## (2) WIA Distribution

Cecil Robinson provided an informational overview of the Youth Council's discussion regarding the WIA funding distribution for specific geographic areas. He reported the Youth Council approved a motion to consider the FEP and UI statistics that are used by the Federal Government to determine the allocation of the WIA funding distribution given to each county. The members suggested adding a 4% minimum cap to Morgan County. 55% of the WIA funds for the program year beginning July 1, 2003 will be allocated to Weber County, 41% will be allocated to Davis County, and 4% to Morgan County. Futures Through Training (FTT) will conduct an analysis of these changes to determine their impact and provide a follow-up report at the next Youth Council meeting in June, 2003.

The Youth Council discussed how funds are allocated for the Year Round Youth Program and the "summer" youth component. FTT presented projected budgets for the WIA contracted Youth Services being provided through June 30, 2004. The Youth Council adopted and approved Option II of FTT's budget proposal.

Kathleen expressed her thanks to the Youth Council members for their dedication and hard work. She called for the motion to approve their report.

**Action:** Scott Sneddon made a motion to vote to approve the Youth Council's report and minutes included in the meeting packets. Julie Snowball seconded, and even though opposition was observed, the motion carried due to consensus.

## **B. Workforce Investment Act (WIA) Request for Proposal**

Kathleen reported the template for the RFP for the Workforce Investment Act is being developed at the State level and distributed to the individual regions to allow them the opportunity to include their unique attributes. The final version of the template will be returned to the State for approval.

Kathleen explained the Council would need to vote on giving authority to the special committee established to review and approve the language that was developed by the local RFP Committee. She called for a motion this motion from the Council. She then further explained that a proposal had been made to request Jan Zogmaister, Kathleen Alder, Harold Hess, Christine Mayne, Cecil Robinson, Debbie Herr, and Koral Vasquez serve on the committee to review the RFP for youth services from the State.

Julie Snowball asked for clarification on the role of those participating on the committee.

Kathleen explained that all committee representatives would be required to sign a non-disclosure agreement and the full council could not serve as the RFP Review Committee due to the fact that some Council members may bid on the RFP therefore, they cannot vote to approve the RFP.

Julie Snowball asked if a representative from the Training Task Force could serve on the RFP Review Committee.

Kathleen clarified that only employers could serve on the committee and Council members representing the schools / school districts could not serve on the committee.

Karen Thurber asked if the council members that could not serve on the RFP Review Committee could route their recommendations to the formed committee.

Kathleen asked that those council members route their recommendations to the Regional Youth Council.

John Petroff recommended Carole Page be a part of the Committee for representation from Davis County.

Julie Snowball recommended increasing the representation from each of the task forces and including a representative from each county.

Christine Mayne reported that the State RFP for WIA Reinvestment Act should be made available to the RFP Review Committee by the fourth week in May. This will allow the Committee reviewing the RFP to include the regions unique attributes. The committee writing the State RFP for the Workforce Investment Act has requested the same Regional RFP Review Committees review the contract service provider bids to be submitted in October 2004. The North Region Department of Workforce Service has agreed to use the same committee to review the service provider bids in the fall.

***Action Items:***

1. Carol Page made the motion to vote to give authority to the Youth Council to approve the language that was developed by the RFP committee. Steve Hoellein seconded the motion with the addition that Pam Clark serve on the RFP Review Committee. The Council unanimously approved the entire motion.
2. Larry Brice proposed making a motion to ask John Petroff to replace Pam Clark (as she will be serving as the Wasatch North Regional Council Chair) on the RFP Review Committee. Mary Lou Seamons seconded, and the Council approved the motion.

**5. Task Force Reports**

**A. Coordination/Training Task Force**

Larry Brice reported the Coordination / Training Task Force reviewed the current expenditures for the TANF Reserve Account contracts at the April 11, 2003 meeting. The Davis Applied Technology College (DATC) has expended 43.48% of their contract budget and the Ogden/Weber Applied Technology College (OWATC) has expended 55.17% of their contract budget. The DATC staff will utilize "tracker" in efforts to locate additional individuals who could benefit from computer training. The DATC staff reported they expect their entire budget could be expended by the contract end date, September 2003.

The action item of refining the Task Force goals from the strategic planning has been postponed until the next meeting.

Larry reminded the Council members that he would be retiring from the OWATC June, 30, 2003. Brent Petersen, Vice President of Operations of the DATC, has agreed to assume the role of the Coordination/Training Task Force Chair.

The Training Task Force members recommended to the Executive Board members, that at all future Task Force / Committee, and Youth Council meetings, the vendors reporting to the group remain for the portion of the meeting they are providing their update, and then be dismissed. This will ensure that only the members remain for the entire portion of the meeting.

Kathleen noted the Youth Council has quite of few people attending the meetings that are not voting members. She explained that people who are interested in the funding streams have been attending the meetings in entirety. However, the Council would need ask the Council members to act in their roles of voting and non-voting Council members for decision making, reporting, and vendor approval.

**\*Action:** Julie Snowball made the motion to vote to approve of report. Karen Thurber seconded the motion, and the Council unanimously approved the report.

### **B. Inventory Partnerships Task Force**

Jodi Nash reported for Pamela Clark to provide updated information concerning partnership issues being addressed by the Task Force. The Task Force members are developing a resource directory that will be made available to the DWS employment counselors and other community partners. The Ogden City School District has developed a “resource “directory link on their website. The resource directory developed by the Task Force has been shared with the coordinator of the website. Each agency can obtain a password to update their information. The United Way has a resource directory that is accessible by telephoning 211. The resource information is taken directly from the website. The Task Force members will be striving to link all of the resource directories together.

Karen Thurber will be coordinating with a representative from the Weber Human Services to share the information from Ogden City School District to obtain additional information. Karen asked the Council members to contact Zeta Jones at Weber Human Services to ensure their information is included in the report for the 211-resource directory. She explained that it would be a goal of the Task Force to dovetail the information together and ensure all of the information is available to those in the community. She reported that the United Way has underwritten the policy to make certain this community resource list is “up-to-date” and complete.

Carol Page asked Karen to clarify that all of the United Ways are included in the community resource list. Kathleen clarified that the “kick off” for the referral information for customers from the Governor included the United Ways so she would expect this information is being included.

**\*Action:** Steve Hoellein made the motion to accept the Partnership Task Force report and meeting minutes. Larry Brice seconded, and the Council unanimously approved the motion.

### **C. Facilities Task Force**

Koral Vasquez provided updated information about facilities issues. She explained that DWS is waiting for a response from the Division of Facilities and Construction Maintenance (DFCM) on the last and final bid for the site proposals for the location for the Temporary Placement Office (TPO). Koral reported DWS has been notified that a new law is in place that will require all employers to submit paperwork on day labor and pay taxes on that labor, rather than hire the workers as contract laborers. This will impact the usage of the TPO.

Koral explained that she would be meeting with Raylene Ireland, DWS Executive Director, to determine the direction to be taken with the TPO. Koral noted that the DWS services that still can be provided through the TPO are; directing customers (who will be earning less than \$20,000 in a quarter for agricultural wages) to employers, and providing work for private citizens if the earnings are within the guidelines. Koral reported that she was not certain what would happen with the decision to continue with the temporary placement offices. However, she was certain other States are in the same situation with deciding how to continue to provide the TPO services.

Harold Hess explained that the advocacy groups want the DWS to continue to provide the TPO services. He noted that Raylene Ireland has been very active in continuing to support the Department in making the decision of how the services should be offered within the State even though the location of the TPO has been an ongoing decision.

Koral said that the advocacy groups have been more involved in the Central Region, and are not as vocal on the subject in the North Region.

Karen Thurber said the Weber County Homeless Coordination Council discussed the TPO customers. She recommended talking with them to gain their input with how the customers are receiving services.

Koral explained that the DWS customer accessing the TPO services are not usually the homeless customers.

Larry supported Karen's suggestion to communicate with the advocacy groups and the agencies in the area that are helping these customers.

Koral noted the advocacy groups are not opposed to quitting the TPO services and she is not expecting any major opposition in keeping the TPO open. She reiterated the fact that advocacy groups in the Central Region are more interested in the TPO issues than they are in the Weber County area. Currently, the TPO services are being offered through the St. Anne's Center.

Steve Hoellein suggested that it might be wise to close the TPO due to lack of usage in comparison to dollars expended, but the suggestion was tabled for the time being.

**\*Action:** John Petroff made the motion to approve the Facilities Task Force report, Carol Page seconded, and the Council unanimously approved the report.

## **6. Regional Director's Report**

Harold Hess, DWS North Region Director, was provided with an opportunity to comment on Departmental issues.

Harold provided thanks to the following:

- The Regional Council members for their commitment to serve those in the community who receive DWS services.
- The Council for their work with the TANF Reserve Account Funds.

- The Council members for being concerned about the Departmental decisions, and for their efforts to support the Council in the decisions that are being made.
- Monteen Gordon for attending the Regional meetings. Harold informed the Council members that Monteen would be available to attend future Council meetings as the Council requests.

Harold provided an informational overview of the following:

- The jobs.utah.gov on-line employment services website is impacting the DWS employment counselor caseloads. The eligibility caseloads have significantly increased while the employment counseling caseloads have reduced based on the impact of the online services offered through jobs.utah.gov. In April, there will be over 100,000 resumes available in the system.
- The new E-REP eligibility determination computer system will be implemented for eligibility specialists. The focus will be for eligibility specialists to learn the new program, as it will simplify eligibility determination and increase consistency with policy.
- Harold reported that much progress has been made with the RFP being developed for the WIA Youth Services. He said that he thinks that the direction being taken by the State is positive and he appreciates the support of the Council members with their commitment to effectively apply the RFP to ensure services are provided to youth in the community.
- Harold reported that there had been a 2% budget cut, however no DWS staff positions would be cut. He said that one Veterans Representative position would be eliminated in the North Region.

## **7. WIA Training Performance Outcomes**

Chris Mayne provided an updated report regarding WIA Performance Outcomes. She explained that the State would need to spend 70% of the WIA Youth Services funding by June 30, 2003. If the Department does not meet this obligation, the Federal government will take the difference back from the WIA youth, adult, and dislocated worker programs. State DWS staff are considering the best way to use the funding and to meet the 70% expenditure. Chris reported that the North Region should be very close in meeting the 70% expenditure. The North Region is on track with providing out-of-school youth services at 35%.

Kathleen clarified that 30% of the funding for the WIA youth services that cannot be expended during the fiscal year can be carried over.

## **8. Students and Employers Contacts Report**

Mark Jenkins, DWS Business Consultant, provided a report regarding the number of students who are being informed of DWS services available in Weber County as a follow-up to Kathleen Alder's request from the previous Council meeting. Mark has worked with Melisa Stark, DWS Business Services Program Specialist, and Laurel Kerr, Roy Employment Center's Business Consultant, to provide job fairs for students attending Weber High School, Fremont High School, Roy High School, Bonneville High School, Ben Lomond High School, and Washington High School. The job fairs have been held in conjunction with the School-to-Work Program to help with the "Reality Towns" offered by Weber County Schools. The DWS Business Services staff have provided high school students with additional presentations on DWS services, interviewing skills, and training on how to complete applications/resumes.



Debra Nordfelt, South Davis Business Consultant, has worked with the high schools that have partnered with the Department to help them during their career weeks. At Clearfield High School, she has worked with the “at risk” students to help them with their interviewing skills by giving them mock interviews. DWS youth services have also been offered at Layton High School with their internship programs and mock interviews. Antelope Elementary has been a partner with the Clearfield EC; as a result DWS has worked with the sixth graders to teach them interviewing skills. Students at Layton Junior High have been provided with DWS services to conduct mock interviews and career weeks.

Debra reported that, because of her DWS Business Consultant position, she is on the Davis Chamber of Commerce Education Committee. This year awards were presented to the students who were involved with the work based learning program. Receptions were offered at Job Corp, and at the DATC. There were 38 students were nominated by their employers for the work based learning awards. Davis Chamber of Commerce awards were given to both the employers and the students. It was reported that the Chamber is planning on continuing with the “Work Based Learning Awards”.

Melisa Stark distributed information for the self-direct vs. staff assisted information for employers and job seekers.

Kathleen asked if the DWS Business Services staff had set any goals with the number of youth they would serve and asked if they had reached that goal.

Debra explained that they have not set any goals with the number of youth to be served. However, they have tried to make themselves available and develop partnerships with the schools that have been interested in receiving services. She reported that the “quick start” cards have been made available in the high schools to inform students of the DWS services available.

Scott DeNaughel commented on the “Reality Towns” offered by Weber County Schools as he feels that they are a very positive experience for youth. He recommended providing the Council members with a schedule for the Reality Towns that will be conducted.

Kathleen Alder thanked the DWS Business Services staff for their report of services offered to youth.

## **9. Other Business**

The Regional Council members were provided with an opportunity to comment on other business. Kathleen explained the meeting would be the last meeting that Larry Brice would be attending, as he would be retiring from the OWATC June 30, 2003. Kathleen presented Larry with a DWS jacket to thank him for the work he has done as a member of the Wasatch North Regional Council. Larry thanked the Council members and the DWS staff for their support during his years of service.

Monteen commented on how the State of Utah’s budget is in better balance than the most other states in the nation. She reported the State of Utah had 42 million in unexpected income.

Kathleen thanked the Council for her second term as Wasatch North Regional Council Chair. She said the meeting would be the last meeting that she would be attendance to while she was serving as Chair. She noted her appreciation for the opportunity to work with the Council and serve as Chair.

**10. Public Comment**

No general public representatives or non-members of the Regional Council attended the meeting.

**11. Adjourn**

The meeting was adjourned at 8:37 a.m.

**Next full Council Meeting:**

**Date:** August 6, 2003

**Time:** 7:30 a.m.

**Location:** Ogden Employment Center

*The Mission of the Wasatch North Regional Council  
is to facilitate the development of a prepared workforce  
that matches needs of employers and needs of the community.*